



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 22, 2020

**OFFICE MEMORANDUM**

No. **232**, s. 2020

To: Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

**SUBMISSION OF DOCUMENTS FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM SECOND SURVEILLANCE AUDIT**

1. In preparation for the ISO 9001:2015 Quality Management System second surveillance audit the following shall be submitted to Dr. Harvie D. Villamor, QM Representative, through [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph) on or before June 24, 2020:

No	Requirements	In-Charge
1	Results, Responses and Action Taken from previous audits	PQR, DIT, and QAD
2	Internal Quality Audit (Process Quality Review)	PQR
3	RPMS Results (Minutes or updates regarding submission/ adjustments)	PPRD
4	Customer Satisfaction Results (Summary, since last third-part audit)	FTAD
5	Relevant legal compliances (i.e. Central, COA) in summary (i.e. no of AOMS, etc.)	FD
6	Use of certification marks (monitoring or summary of where marks were used)	DIT
7	Compiled evidences of the 1 <sup>st</sup> surveillance findings RMEA results for 2019-2020	QAD
8	Status update per Quality Management Team	PQR, DIT, WIT, and CBT

2. Immediate compliance with this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

HRDD-MCAM



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**ISO 9001:2015 Certified**

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